Government of West Bengal Finance Department NABANNA 12th Floor 325 Sarat Chandra Chatterjee Road, Howrah – 711102. Email:-Ifms-wb@gov.in

No: 7906-F (Y)

Date: 22.12.2017

To, The Principal Secretary,

Department

From, Joint Secretary to the Government of West Bengal Finance Department Government of West Bengal

Sub:-Suggestions on Draft Service Book

Sir,

The State Government in Finance Department has constituted a Committee with representatives of select Departments for revising the format of Service Book for the purpose of development of e-Service Book in IFMS-HRMS. The draft format of the Service Book as proposed by the Committee is enclosed herewith.

You are requested to kindly give your views/comments/suggestions, if any, to the Finance Department on the draft Service Book within 15 days.

Thanking you,

Dated: 22/12/2017

Enclosure: As stated

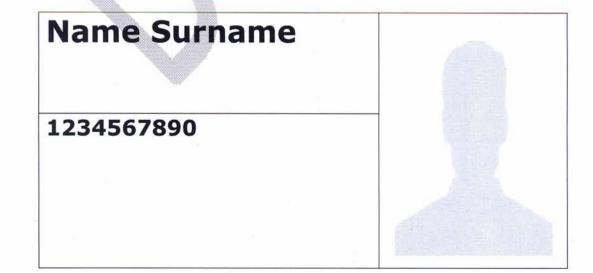
Yours faithfully,

Finance



Government of West Bengal

Service Book



Name of the Employee	
Unique ID No.	
Father's Name	
Mother's Name	
Permanent Address	10.
Present Address	
Date of Birth	
Documentary Evidence in Support of DOB	
Date of Superannuation	
Educational Qualification	1. 2. 3.
Nationality	
Religion	
Gender	
Category	
Marital Status	
Name of Spouse	
Previous Name of employee, if any	

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GPF / PRAN No.		
CAN NO.		
AADHAAR No.		
Contact/Mobile No.		
Email Id.		
Blood Group		
Height		
Personal identification Mark		
Employee Status	In service/Retired/Expired	

Family Details

Name	Relationship	Date of Birth	Marital Status	Details of employment, if any
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Nomination details:

For GPF

Name of the nominee	Relationship	Whether Nominee is minor (Y/N)	If nominee is minor , then name of legal guardian	of

For GISS

Name nomine	the	Relationship	Whether Nominee minor (Y/N)	If nominee is minor , then name of legal guardian	-	of

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	Scale of Pay	Band Pay + Grade Pay / Basic	Nature of Joining (New Appointment/ Promotion/ Transfer)	Joining Order No. and Date	Date of Joining in Present Post
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Promotion History

Type of Promotion	Date of Effect	From Pay Scale/ Pay Band	To Pay Scale/ Pay Band	Order No. and date	Date of Option for Pay Fixation	Remarks
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Pay Scale Details

Scale of Pay/Pay Band	Date of Notional Effect	Date of Actual Effect	Order No. and Date

Reason change of Scale	for Pay	Basic Pay(in case of Pay Band, BP & GP should be shown separately)	Remarks

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Increment Details

Date of Effect	Scale of Pay/Pay Band	Increment Amount (Rs.)	Order No. and Date, if any	Remarks, if any
			_	

Service Verification Details

From	То	Name of Office where posted	Service Verification done on the basis of Acquittance Roll or any other records	Memo No. and Date, if any
		-		

GISS Details

From	То	Name of Office where posted	GISS Scale	Subscription (Insurance)

Subscription (Savings)	Memo No. & Date, if any

Leave Details

Type of Leave	No of Days of leave	From Date	To Date	Balance of Leave

Canction	Order	No.	&
Date, if a	ny		

TC/LTC/HTC Details

Order No. and Date	From To	Place Visited	Block Period	Sanctioned Amount

Departmental Proceeding

Date when DP started	Order No. and Date	Whether DP concluded (Y/N)	Final Order no. & Date	Details of final order
1				

Details of Suspension, if any

Date of Suspension	Suspension Order No. and Date	Reason for suspension

Percentage of Subsistence Allowance	Date of Effect of Subsistence Allowance	Order No. and Date	Remarks
		is - 53.,	

Date of Revocation, if any	Revocation Order No. and date	Remarks

Award / Reward Details

Name of the Award/ Reward	Name of the granting Authority/Bo dy	Order No. and Date, if any	Type of Award /Reward (Monetary/Certif icate/Citation, others)	Amount, If monetary award / reward	Remarks
				1	

Publication Details

Subject Publication	of	Date of Publication	Name of the Book/ Journal	Details of Publication House	Remarks

Training Details

Name of the Training	Name of the Institution	From Date And To date	Category (Induction /In-service/ Foreign etc.)	Order No. and Date , if any	Remarks

Foreign Service details

Name borrowing authority	of	Name post	of	Date joining	of	Order No. & date	Рау	Deputation Allowance, if any	Date of release from foreign service

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From:			1. Challan No. 8 date
To:			date
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